

C O N F I D E N T I A L

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INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 13 JUNE 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

a. LIMS

(1) Critical Design Review

The Critical Design Review (CDR) for the first work package of the LIMS project was cancelled during the first day of a scheduled three-day review. It was mutually agreed between OL/ODP and BAH representatives that it would not be judicious to proceed with the three-day schedule. BAH needs more time to work with OL/OF representatives to obtain detailed knowledge necessary to begin developing software for LIMS.

BAH will now proceed to work off discrepancy reports and other outstanding deficiencies that have been brought to their attention and the CDR will be rescheduled. It is not anticipated that this decision will result in delaying the LIMS Basic Operating Capability (BOC) now scheduled for February 1985.

OL is determined to "do it right the first time" and this decision supports our philosophy. In the view of OL, allowing BAH to continue would have jeopardized the quality of BOC and resulted in more serious problems later in the project's schedule that would have been much more costly to correct. This chance for BAH to "catch their breath" is a prudent decision and hopefully will not impact on the overall LIMS schedule.

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(2) Meeting with ISSG

25X1 On 7 June C/DAS/IMSS and representatives from the LIMS team met with Information Systems Security Group (OS/ISSG) representatives to discuss audit trails in automated systems. [ ] ODP Security Officer, discussed how systems violations are reviewed and investigated. He indicated that the rapid increase in the number of systems has exceeded his office's capability to monitor activities. This has forced ISSG to request the assistance of the data base administrators for the various systems in the monitoring of system usage, violations, etc. ISSG is to provide OL with a description of duties performed by a systems security officer and we in turn agreed to work closely with ISSG as the LIMS Data Base Administrator's duties become more clearly defined so that we include the necessary security responsibilities.

b. DAS

25X1 (1) The Chief, Technical Group, DAS, met with AMCA personnel last week, in discussions concerning proposed intentions to install an unclassified computer system in the AMCA/LOGS office. While AMCA representatives were enthused about the capabilities of such a system, the Chief, AMCA declared that the property accountability feature could not be used in an unclassified, nontempered mode. The inventory control application, on the other hand, is acceptable in its present form. We plan to proceed with the acquisition/installation of the unclassified system as an interim facility, pending the development of a secure system. AMCA site hardening will not occur until the September time frame, thus precluding the use of a secure system if it were available today.

25X1 [ ] is being kept informed on PC and/or CRAFT system developments as they need a secure system as soon as one is available.

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(2) Chief, DAS has forwarded a memorandum to Chief, P&TS requesting action to relieve the untenable situation of having nine DAS positions carrying less than a GS-07 grade. These positions are in a constant state of turmoil in terms of recruiting and retaining incumbents as they seek and obtain positions elsewhere that have more opportunities for career progression.

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(3) Associate Data Base Administrators in SD, PMS, and P&PD have begun a cross-training program, in keeping with the requirements and conditions of their DAS positions.

(4) FARS (Federal Automated Requisitioning System). Compression of the SUSPENSE and SUSMSG files has been completed. Backup time for the SUSPENSE file has decreased by half; the backup time for the SUSPMSG file has been reduced by five minutes.

c. HCRB

25X1 [redacted] presented a lecture on personal  
 25X1 property claims to employees attending the OC Overseas  
 25X1 Orientation Program [redacted] on 8 June 1984. Two  
 25X1 employees [redacted]  
 25X1 [redacted] benefited immediately by the presentation as both  
 25X1 have loss/damage to HHE incident to service over a year  
 ago. [redacted] procrastinated for so long in filing his  
 claim that the wife was delighted to discover she could  
 file the claim and was provided the necessary information  
 to do so. The former Army employee contacted the Army to  
 file a claim and was told it was beyond 30 days, therefore  
 she couldn't file. She too was given guidance on how to  
 submit the claim since by statutory law there is a two-year  
 time frame in which to file a claim.

d. Regulations

The following regulations were written, reviewed, commented upon, concurred in, or published during the past week:

25X1 [redacted] Acquisition Handbook - This 253-page handbook  
 (double-spaced) was sent to P&PD in draft form for  
 reproduction of 100 copies for use in PMS's training  
 classes in June and August. In the process of revising  
 this HHB, we have incorporated 83 of the 110 Procurement  
 Notes now in existence; most of the remaining ones are  
 referred to, thus making the new handbook much more  
 comprehensive than the current handbook. We will have a  
 two-month "shakedown" period during which interested  
 persons can make comments so that in late August or early  
 September we'll be able to submit the finished product to  
 OIS/RCD. We will provide the Office of the D/L with a copy.

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Authorization for Approval - Concurred.

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Pay - Concurred.

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